



Berkshire Orienteers

Minutes of the Committee Meeting

7.30pm 10th January '19
The Cricketers, Cricketers Lane.
Warfield. RG42 6JT

Present: Simon Moore (Chair), Derick Mercer (Secretary), David Jukes, Mark Foxwell, Fiona Clough, Brian Sewell, Andy Parry & Peter Entwistle (Treasurer)

Apologies: Ian Hudson (Membership), Andy Parry.

1. Minutes of the Last Meeting (15th Nov '18) / Matters Arising

- The minutes had been circulated and were agreed as being correct.
- The minutes will be displayed on the club website.

Matters Arising

- Condition of Star Posts POC course. Update – Dan West has now left Crown Estates and it was decided to let the new incumbent time to settle in before approaching. *Update – Dan Steele has contacted Simon asking about the condition of the course. Simon informed him that BKO designed the course but up to Crown Estates to look after the posts. Simon will feed back to Dan. Update – Simon has received an email from Dan Steele suggesting they will design courses and manage, technical input only from the Club.*

Action; SM

- Mark volunteered to contact St Andrews to see if there is any interest in offering them coaching at our Saturday events. Update – Mark said that he has contacted St Andrews and is awaiting a reply. Simon said that depending on the response and numbers we would provide a Juniors tent at events. Mark said that he has followed up on this and is awaiting a reply. *Update – Brian talked to Kirsty at the Bramshill event and they are struggling gathering peoples interest in Orienteering this year.*

Action; MF Ongoing

- Simon said he would email out to Club members for volunteers for planned Club events to fill in the numerous gaps. Update – Simon has asked for officials and is awaiting replies. Update – Ongoing. *Update – Not going well at present.*

Action; SM Ongoing

- Ian said that his 1st Aid course has expired and is now looking at suitable refresher courses. Update – Fiona has arranged her course for the end of May. Ian is awaiting feedback from Fiona as to the suitability of the course. Mark has still to arrange his course. Update – Fiona has now completed her course, Mark is arranging dates. Fiona asked if the Club would benefit from purchasing a de-fib machine. A discussion took place on the benefits and costs including 1st aid kits. (the Club has 3 kits and some of the equipment may now be out of date. For 1st aid cover at events Brian suggested asking if any members were 1st aid at work qualified. Simon said he would ask. Update – Ian has booked his course for the 25th Sept. MF 1st Aid? Sue has volunteered who has a FAW qualification. Brian will formally inform Ian and Simon will request other Club members for volunteers. Update – Mark has booked his course for this month. Fiona has also sourced another course provider for the next due dates. *Update Mark still to complete the course.*

Action; MF - Ongoing

- GDPR Actions
 1. AP to check with the website server host for assurances over the security of the system. *Update – Ongoing*
 2. New – Simon said that Peters 'events' helpers information needs updating. *Ongoing*
 3. New – Simon said he is also updating the Data Privacy Policy. Update – Simon has a template Policy and is merging/updating BKO's Policy. Update – Simon has drawn up a draft policy and distribute to the Committee for comments and then posting on the Club

website. *Update – Simon has now issued the draft for Committee comments to be returned by the 18th Jan '19.*

Action; SM & AP Ongoing

- Brian to purchase 20 V5 Emit cards and 500 backup cards. *Update – EMIT cards are on order, received the backup cards. Peter queried the price to be charged £46-50. Update – Brian has received the cards @ £46.00 each.*

Action; BS - Complete

- David will email asking if Jenetts Park require payment of £40 for room hire. *Update – David has emailed and is awaiting a reply. Update – David has had no reply, matter closed.*

Action; DJ - Complete

- Club Championship - A discussion took place on the format of the classes and it was decided to use the same format as last year. The event chosen is the SCOA event in the New Forest on the 13th Jan. David said he would advertise in his next update.

Action; DJ - Complete

- Updating maps to the new ISOM standards. It was agreed by the Committee to approach Katy with circa forthcoming 5 months events to quote for and update. *Update – Derick has emailed Katy all OK for continuing updates.*

Action; Complete

- Old O tops - Fiona will provide David with an ad for the next newsletter with sizes, prices on a first come first served. *Update – Fiona has provided the sizes etc. and David will update for next newsletter and Fiona will take the tops to the AGM.*

Action; DJ & FC

2. Chairman's Update

2.1 Chair's Update.

- Black Park & Burghfield events held since the last meeting. Both events went well with Black Park making a good surplus.

2.2 AGM 2019

- Simon said that would be standing down as Chair at the AGM.
- Fiona – Sand Martins has been booked for the 8th February as a carvery. Fiona will supply details to David for advertisement. Costing – Fiona will check with Sand Martins on prices and choices and co-ordinate with Peter and subsidies (up to £5 per head).

Action; FC, DJ & PE

- **Discussion held on prizes to be awarded.**

2.3 GDPR

- Actions updated in matters arising.

3. Membership

- 3.1 Ian had sent his apologise for the meeting but had sent an update for the Club numbers as of 8th Jan; 103 renewed (59 yet to renew) National members & 6 Local members and 1 group (St Andrews).

4. SCOA Report

- Fiona – last meeting held on the 6th December.
- British schools champs – Having problems with Natural England 17.11.19 for Greenham Common. The alternative location is Black Park, are the Committee happy for Eric to apply for permissions etc. – Yes.
- SCOA GDPR not finalised.
- Army Inter Unit Champs will be held on the 20th Jan at the SOC at Burley.
- Eric went to the BOF Annual association and Club Conference held in Birmingham on the 20th October with the main issues being the loss of funding from Sport England from 2021 and the congestion in the orienteering calendar.
- The Coaching Conference will take place 12 & 13th January.
- Minutes can be found at <https://www.scoa-orienteering.org.uk/scoa-committee>

- The SCOA bulletins can be found at <http://www.scoa-orienteering.org.uk/scoa-bulletins>

5. Events and Mapping

5.1 Fixtures & Mapping – Table moved to Appendix 1

5.2 Results System - Hardware & Software

Brian had the following update;

- The laptops require their normal annual software update.
- TVOC have obtained from HH software to map pre-enter for events to enable ease of entries which seems a good system.

5.3 JK 2019

- Fiona – *Next meeting this Saturday. All progressing well.*

6. Treasurer's Report

6.1 Peter issued the report to the Committee with the following points made during the meeting;

- Provided the provisional 2018 report.
- Martin has proposed a Winter club jacket and the Committee agreed for a sale value of £45 which takes into account the possible currency fluctuations during Brexit
- He asked if there were any Q's on the accounts to date. No Q's.

7. Development Matters

7.1 No update.

8. Secretary's Report

8.1 All issues covered.

9. Publicity Report

9.1 Website.

No update.

9.2 Newsletter.

David said that January's newsletter is ready for issue and as always would welcome any articles.

10. Coaching

- Mark said that he is currently planning for the summer training programme.

11. Youth League

11.1 League

- Nil this meeting.

11.2 BKO Juniors

- Nil this meeting.

12. Welfare

12.1 Welfare Report

- Simon reported that there have been no Welfare issues since the last meeting.

13. Next Meeting

13.1 Date & Location of next meetings

14th March & 16th May - The Cricketers @ 1930.

14. AOB

- Peter – Club tents and weights for Langley Park where pegs are not allowed. Brian will review what controls were used at Langley.

Appendix 1 Fixtures & Mapping Table

Date	Location	Level	Comments	Officials
Sun 18th Nov	Black Park	C	Permissions – Yes Mapping –	Organiser – Annika & Doug Greenwood Planner – Simon Moore Controller – Neville Baker Results - Brian
Sat 15th Dec	Burghfield	D	Permissions – Ongoing Mapping –	Organiser – Jane Courtier Planner – Richard Rae Risk Assessment Results - Brian
Tue 1st Jan	Whiteknights Score Event		Permissions – Use Fabian4 Mapping –	Organiser – Planner – Risk Assessment Results –
Sat 12th Jan	Langley Park	D	Permissions – Yes Mapping – Katy has completed to ISOM	Organiser – Mark Saunders, Jane Courtier Planner – Andrew Southwood Risk Assessment Results – Brian Sewell
Sun 27th Jan	Long Valley North Concorde Chase	B	Postponed until 2020	
Sat 16th Feb	Yateley Country Park	D	Permissions – Fiona will ask. Mapping – new ISOM, Eric has agreed. Update of map?	Organiser – John Methven Planner – Jim Munday Risk Assessment Results – Brian Sewell
Sat 16th Mar	Swinley West	D	Permissions – Mark Foxwell & Planner. Mapping – new ISOM, Katy	Organiser – Colin Godbold Planner – Risk Assessment Results – Brian Sewell
Sat 6th Apr	Buckleberry Common	D	Permissions – Moved to Autumn and Level C. Peter E for Permissions Mapping – new ISOM, should have been done.	Organiser – Planner – Mark Saunders Risk Assessment Results -

Sun 21st April 2019	Cold Ash JK	A	JK – Long Distance Permissions – Yes, in principle. Mapping – Katy has obtained quotes	Organiser – Fiona Clough Planner – Katy Stubbs / Roger Thetford Controller – Results -
Sun 12th May	Rushall Woods	C	Permissions – N East will need permissions. Mapping – NE will need mapping & new ISOM?	Organiser – Mark Foxwell? Planner – Steve Waite Controller – Alan Kersley BADO Results – Brian Sewell?
			David said he is trying to Organise 3 events over the summer in the Bracknell area.	
Sun 26th Jan 2020	Long Valley North Concorde Chase Southern Champs	A	Permissions – Pending (Fiona) Transferred from 2019 Mapping –	Organiser – Planner – Controller – Mike Edwards Results -
Sun 31st Jan 2021	Cold Ash Concorde Chase	A	Permissions – Mapping –	Organiser – Planner – Controller – Results -

Notes;